

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Assistant Fleet Maintenance Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides assistance with the management of fleet operations and maintenance. Conducts life-cycle management and analysis of fleet replacement and procurement standards. Acts as a contract liaison with suppliers and contractors. Prepares training programs and presentations for management and subordinate personnel. Administrates fleet management information systems.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages fleet operations and maintenance by assigning tasks and coordinating the management team and shop efforts to meet goals and objectives.
2	S	Monitors invoices by verifying the accuracy and completion of invoices and approving them for payment.
3	L	Acts as a system administrator and training coordinator by implementing and upgrading the system, coordinating the training of staff, and coordinating hardware and software work requests.
4	L	Acts as a safety officer for the bureau by coordinating city, state and federal safety policies within the bureau.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in fleet management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read manuals, email, and letters at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, algebra and statistics at a minimum college level.
Writing	Work requires the ability to write policies, procedures, email and letters at a college level.
Managerial	Managerial responsibilities include personnel, equipment, shop maintenance, and inter-departmental coordination.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, meetings, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, touring shops
Lifting	R	Files, records, presentation materials
Carrying	R	Files, records, presentation materials
Pushing/Pulling	R	Files, records
Reaching	R	Files, records
Handling	R	Files, records, presentation materials
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	File retrieval
Crouching	N	
Crawling	N	
Bending	R	File retrieval
Twisting	R	File retrieval
Climbing	R	File retrieval
Balancing	R	File retrieval
Vision	C	Computer, desk work, reading, writing, use of office equipment, driving
Hearing	C	Telephone, co-workers, meetings, presentations and training
Talking	C	Telephone, co-workers, meetings, presentations and training
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, Standard Microsoft Windows and Office software, FMIS with ADHOC data base retrieval system, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, ear plugs and eye protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)